

**NC DIVISION OF MH/DD/SAS DRIVING WHILE IMPAIRED
INSTRUCTIONS FOR THE REVIEW OF DRIVING WHILE IMPAIRED (DWI)**

SERVICE PROVIDERS

- Question #1** The Reviewer will request documentation that shows all necessary requirements have been met allowing for service delivery. Facility is licensed in accordance with GS 122C as required in 10A NCAC 27G .0101.
- Question #2** The Reviewer will request documentation that shows the service provider's authorization certificate from Justice Systems Innovation.
- Question #3** The Reviewer will request verification that the provider has been approved to provide ADETS services. Note differences in the Comment Section. Correspondence from the JSI office is accepted as verification.
- Question #4** The Reviewer will request documentation that shows credentials, competencies or qualifications for level of care service providers.
- Provider of service is credentials/qualified (demonstrates knowledge, skills and abilities) in accordance with 10A NCAC 27G .0104.
 - The facility will be monitored under 10A NCAC 27G Sections .3500 – Outpatient Facilities for individuals with Substance Abuse Disorders and .3502 that requires that “The services of a certified alcoholism counselor, a certified drug abuse counselor or a certified substance abuse counselor shall be available to each client”.
 - The facility will be monitored under Section .3700 – Day Treatment Facilities for Individuals with Substance Abuse Disorders under 10A NCAC 27G .3700 for the facility requirement contained in 10A NCAC 27G .3702 that requires that “The staff of the day treatment facility shall include a minimum of one full-time or equivalent certified alcoholism, drug abuse or substance abuse counselor for every 16 or fewer clients”.
 - In the event of a finding of non-compliance with staff qualifications of one or more facility staff, the Regulatory Team will provide a copy of the written report of this finding, the correction plan, and the follow-up plan to the Justice Systems Innovations Team.
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- Question # 5** The Reviewer will request documentation outlining the curriculum used when providing ADET services. All levels of Substance Abuse Services for DWI offenders shall include education for all clients on:

- All items specified in the “clinical interview”, as defined in Rule .3805 of this Section;
- North Carolina DWI laws, penalties and requirements for driver license reinstatement;
- The effects of alcohol and other psychoactive substance on the body, brain, judgement and emotions of individuals, with special attention to the systems and abilities used in the operation of a motor vehicle;
- The measurement of alcohol in the system, Alcohol Concentration; and
- The effects of fatigue, hunger, anger, depression and prolonged inattention on driving behavior, by themselves and in conjunction with mood altering drugs in the body.

Question # 6 The Reviewer will request documentation outlining the curriculum used when providing Short-term Outpatient Treatment. Services shall include the following:

- Responsible decision making concerning the use of alcoholic beverages;
- Indicators that a person is at increased risk for more serious alcohol/drug problems;
 - (i) Family history of alcohol/drug problems;
 - (ii) Attachment to a peer group in which primary social activities center on alcohol or other drug use;
 - (iii) Strong need for approval and acceptance and a desire to alter feelings; and
 - (iv) Early signs of tolerance.
- Introduce coping skills appropriate to the problem level; to include skills for refusing to drink/use, planning and limit setting strategies and an abstinence contract as a learning experience.

Question # 7 The Reviewer will request documentation outlining the curriculum used when providing Long-term Outpatient Treatment. Services shall include the following: (Includes Question # 6 requirements.)

- An explanation of alcohol/drug dependence, as a bio-psycho-social illness characterized by:
 - (i) General progression of dysfunction in body, emotions and social/family functioning;
 - (ii) Strong emotional defense patterns including denial, rationalization and deflecting blame;
 - (iii) Pronounced ambivalence, i.e. the individual wants to be different yet wants to continue in the present behavior; and
 - (iv) Difficulties in social and family systems of the individual.
- The introduction of concepts, skills and resources for recovery:
 - (i) Relapse Prevention concepts and skill building;
 - (ii) Assistance in learning to address spiritual needs; and

- (iii) Resources for self-help, support and ongoing recovery.

Question # 8 The Reviewer will request documentation outlining the curriculum used when providing Day Treatment/Intensive Outpatient Treatment. Provide (a) and (c), but in the context of the client's more advanced problems and greater need for intensive treatment (see ASAM Level II): (Includes Questions 6 & 7 requirements).

- The Program shall take a thorough history of the client and address all relevant problems through further assessment and/or services provided by the program or referral. Problem areas shall include the following:
 - (i) Health and medical conditions;
 - (ii) Family relationships;
 - (iii) Manifestations of emotional problems or psychiatric illness;
 - (iv) Legal issues; and
 - (v) Employment related issues.

Question # 9 & 10 The Reviewer will request documentation outlining the curriculum used when providing Inpatient and Residential Treatment Services. All levels of Substance Abuse Services for DWI offenders shall include education for all clients on: (Includes Question 6, 7, & 8 requirements.)

- All items specified in the "clinical interview", as defined in Rule .3805 of this Section;
- North Carolina DWI laws, penalties and requirements for driver license reinstatement;
- The effects of alcohol and other psychoactive substance on the body, brain, judgement and emotions of individuals, with special attention to the systems and abilities used in the operation of a motor vehicle;
- The measurement of alcohol in the system, Alcohol Concentration; and
- The effects of fatigue, hunger, anger, depression and prolonged inattention on driving behavior, by themselves and in conjunction with mood altering drugs in the body.

Question # 11 The Reviewer will request a standard service plan that reflects the date of service, type of service billed, and both the staff and consumer/legally responsible person's signature. The date on the standard plan is on or within 1 year before the date of service.

Question #12 The Reviewer will request evidence of documentation requirements of ADETS service provisions.

1. Driving Record
2. BAC
3. DSMIV diagnosis (.3809)
4. Class size of 20 or under. (Verified by class roster)
5. \$160.00 student fee payment.
6. 16 Hour Minimum for Instructional Program
5 Day Minimum (refer to email from LBJ dated 9/25/2006).

Question #13 The Reviewer will request service note documentation indicating the full date of the service, duration of the service, purpose of the contact, intervention/activity, consumer's progress towards the goal, the clinician's full legible signature, credentials, degree or licensure, and position.

Question #14 The Reviewer will request evidence that a discharge plan is present. This discharge plan shall include client referrals to services and supports appropriate to his or her individual needs, and their level of service.

Question #15 The Reviewer will request documentation that shows the presence, completeness, and appropriateness of the client consent for Release of Confidential Information in accordance with 10A NCAC 27G.3807 (d).

Question #16 The Reviewer will request documentation that shows evidence of the LME or area facility remitting \$16.00 or 10% of fees paid for ADET school as required under GS 122C-142.1. This evidence will include date of remittance.

Question #17 The Reviewer will request documentation that shows evidence of fees paid to MH/DD/SAS based upon the previous years assessments as required under GS 122C-142.1. (9A1) Evidence will include the total number of assessments conducted within the previous year.

Comments: "The review team leader shall complete a Technical Assistance Evaluation at the completion of each DWI provider review and submit that information to Justice Systems Innovation."

That information will be used to determine individual technical assistance requirements and State wide training needs.